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DIRECTORS AND EXECUTIVE DINING ROOMS

	<u>Annual</u>	<u>Four Week</u> <u>Period</u>	
Salary Costs (both dining rooms)	\$52,670	\$4,052	
Directors Dining Room (3 1/3 persons)	25,521	1,963	
Executive Dining Room (4 2/3 persons)	27,149	2,088	\$2,088
Coffee Service to Directors and Deputy Directors and their offices		\$ 526	<u>-\$ 526</u>
Remaining costs attributable for Executive Dining Room for four week period			\$1,562

Operation of dining rooms, excluding labor costs noted above:

<u>Period</u>	<u>Profit</u>
5 July 1965 - 30 June 1966 (1 year)	\$794.79
(Per month)	61.14
5 July 1966 - 24 September 1966 (3 months)	\$685.90
(Per month)	228.63

Summary given to W/bog for Briefing
DD/S on 29 Dec 66.

Time savings available for other duties:

a. Former dining room supervisor	1560 hours
b. Admin Officer to DCI	312 hours
c. Kitchen personnel who formerly did shopping	<u>520 hours</u>
Total.....	2392 hours

Projection

Assume that dining room profit will increase to \$500 per month based on:

Price changes noted above	\$210.00
Special parties (six each with 50 persons)	<u>300.00</u>
Total.....	\$510.00

Such increased income (optimum) would cover only 1/3 of labor costs attributable to the Executive Dining Room.

Overtime for Saturday operation of Director's Dining Room is approximately \$30 per day or \$1500 per year (Approx 7 hours Overtime)

<u>Proposed Prices Change</u>	<u>Four Week Period</u>
Increase Carafe coffee to 10¢ per cup	\$130.00
Charge for beverage on light luncheon	40.00
Charge for juice and beverage on Chef Special	15.00
Charge for juice and beverage on LOW-CAL	<u>25.00</u>
Estimated increase in income.....	\$210.00

Income from meals served is \$2,000 per month. A surcharge of 75 per cent on members accounts, or \$1,500 would be required to pay for labor attributal to Executive Dining Room.

STAT estimates that a profit of \$1 per person is made on cocktail parties. Thus, special parties of 1,500 persons per four week period would be required to cover labor attributal to Executive Dining Room.

Prior to July 1966, the dining rooms were supervised by a GS-11 and the Admin Officer to the DCI. The portion of their time devoted to this activity, 75 per cent and 15 per cent, respectively, or approximately \$10,000, is about the same amount being paid to Gourmet Treat, Inc.

<u>Savings not reflected in operation of Dining Room Fund:</u>	<u>Per Year</u>
a. Agency vehicles formerly used to purchase groceries and laundry delivery	\$551.20
b. Procurement of linens not required since laundry service provides them	225.00
c. Cleaning of kitchen by kitchen detail in lieu of GSA	<u>1,200.00</u>
Total.....	\$1,976.20

Savings Not Reflected in Operation of Dining Room Fund

1. Use Agency Vehicles

a. Three trips per week to grocery market

20 miles round trip or 60 miles per week @ \$.10 \$ 6.00

b. One trip per week to fish market

30 miles round trip @ \$.10 3.00

c. One trip per week to Rosslyn Laundry

16 miles round trip @ \$.10 1.60

Savings per week \$10.60

2. Procurement of Linens - per year \$225.00

3. Cleaning of kitchen by kitchen detail in lieu
of GSA *per year* \$1,200.00

4. Time of kitchen personnel saved by vendor delivery
of supplies - per week 10 Hours

5. Time of former dining room supervisor - per week 30 Hours

Time of Administrative Officer for DCI - per week 6 Hours

SUMMARY

<u>Dollar Savings</u>	<u>4 Wk. Per.</u>	<u>Year</u>
Vehicles	\$ 42.40	\$ 551.20
Linen	17.30	225.00
Cleaning Kitchen	<u>92.30</u>	<u>1,200.00</u>
Total	\$152.00	\$1,976.20

Time Savings

Kitchen Help	40	520
Dining Room Supervisor	120	1560
Administrative Office	<u>24</u>	<u>312</u>
Total Hours	184	2392